

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1209-A-11

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NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Public Safety & Corrections - Maryland State Police

AGENCY		DIVISION
Item No.	Description	Retention
ADM11	<p>This schedule amends 1209 item ADM 11</p> <p><u>STAFF INSPECTIONS</u></p> <p>Contains the installation/division/unit copy of the Decentralized Line Inspection Manual; copies of inspection reports conducted by the Staff Inspection Unit, annual decentralized line inspection reports, all related documentation in support of self-inspection activity and all related correspondence.</p>	<p>Retain the Decentralized Line Inspection Manual as a perpetual reference source. Retain annual decentralized line inspection reports, along with all supporting documentation, for two years from the date of the annual inspection report, then destroy. Retain all other records two years, then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

Director,
Planning &
Research Div.

Schedule Authorized by
Hall of Records Commission

Oct. 13, 1992 Carl Banaszewski

Date

Signature

Title

Date

State Archivist

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
				PAGE <u>1</u> OF <u>1</u>	
DEPARTMENT/AGENCY Maryland State Police		2. DIVISION Agency Records		3. UNIT	
DEFINITION-RECORD SERIES--A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE This form is filed in ADM 11 Decentralized Line Inspection Worksheet Form 103				5. EARLIEST YEAR/LATEST YEAR 1992 TO 1992	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) This form, MSP 103, Decentralized Line Inspection Worksheet (10-92), is utilized by those divisions/installations/ units that are a part of the decentralized line inspection process to document their self inspection activity.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) 1/8 <input type="checkbox"/> MICROFILM REEL(S) NUMBER <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
		10. ANNUAL ACCUMULATION 4 pages <input type="checkbox"/> FILE DRAWER(S) per year <input type="checkbox"/> MICROFILM REEL(S) NUMBER <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) _____			
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER 2 <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) At the division/installations/units around the state that use this inspection process			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input checked="" type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain two years from the date of the annual inspection report, then destroy.		
NAME AND TITLE OF PREPARER Thomas L. Vondersmith, Jr. Forms Control Officer		20. TELEPHONE NUMBER (410) 653-4253		21. DATE Oct. 13, 1992	